
PLANNER AND BUILDING PLANS EXAMINER

NATURE OF WORK

Serves the public with professional work in reviewing development applications and permits for compliance with applicable, subdivision, zoning, annexation, historic, accessible and building codes (structural, mechanical, electrical, plumbing, life and safety).

DISTINGUISHING FEATURES

Work includes responsibility for the overall review of development plans in the division, which involves reviewing a variety of subdivision plats, developments and building plans for new construction, alterations, additions, and repair work to determine if documents conform to relevant codes. Reviews plans and specifications for compliance with established codes and maintains plan files. Work includes serving as the final approval on permit applications for new construction, alterations and additions. Work is performed with considerable independence within established codes, regulations, and technical guidelines that effect general public. Work is reviewed for adherence to policies and procedures.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Reviews detailed construction documents for building construction, alteration, additions, demolition, or moving, for compliance with zoning, subdivision, building, electrical, plumbing, gas, mechanical, and fire codes.

Acts independently as staff to Historic Preservation Commission, preparing agendas and information packets in advance of meetings and mailing to members; attends and provides input at meetings and prepares meeting minutes

Reviews residential and commercial construction documents for acceptable structural strength, accessibility, ventilation, fire standards and exits, and coordinates other reviews by Building and Fire departments.

Conducts research and special projects, prepares background information, conducts surveys, compiles and interprets planning related data, assists in establishing and assessing criteria and with making decisions and recommendations regarding various planning projects.

Corresponds with architects, engineers, contractors, developers, and owners, in regard to development plans including subdivision plats, building plans to provide assistance with code interpretations and submittal process.

Makes code interpretations and determines code requirements; advises other staff in properly interpreting construction documents; prepares brochures for the benefit of private developers or homeowners.

Handles the day-to-day details of annexation process, including making sure forms are properly filled out and processed; tracks and keeps other staff advised of annexations not requiring pre-annexation

agreement; maintains computerized data base of annexations; and prepares annual report on annexations.

Maintains development plan review files, subdivision files and building permit plan review files; maintains routing records; initiates and coordinates the routing of plans for review by various departments; coordinates permit process and final permit approval; acts as last approval on permit application after getting "sign off" by other departments and acceptable responses to department plan review comments prior to issuing building permit.

Represents the city at various meetings of neighborhood organizations, technical organizations, and interagency projects and organizations

Makes recommendations on updating various development codes.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Building Code Official with considerable latitude and independence for carrying out tasks and assignments to completion. Additional guidance is provided by the Manager of Building Section/Code Official and through established codes and ordinances, specifications, policies and procedures. Work is reviewed through reports and meetings for timely accomplishment of tasks and annually for overall results achieved. Special projects or situations may be reviewed in progress and at conclusion.

SUPERVISION EXERCISED

May exercise supervision over program support staff engaged in carrying out the various functions and requirements of their respective responsibilities.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work is performed primarily in an office setting, although work activities require attending meetings, development projects and field inspections which involves traveling throughout the city.

SUCCESS FACTORS (KSAs)

Considerable knowledge of all major types of building construction, materials, equipment, and practices.

Considerable knowledge of the methods and techniques of urban planning.

Knowledge of laws and regulations related to planning and building, including zoning, subdivision, and historic property preservation, as required by the position.

Knowledge of modern developments, current literature, and sources of information in the field of development inclusive of municipal regulations.

Ability to understand and interpret building construction documents, diagrams, blueprints, and specifications and relate them to construction processes.

Ability to make technical decisions in all areas of code requirements.

Ability to detect and locate defects in development and building plans and building construction work underway, and to ascertain the stages at which these can be most easily and safely remedied.

Ability to establish and maintain effective working relationships with other employees, engineers, architects, and the general public.

Ability to use modern office methods, techniques and equipment.

Ability to analyze problems and apply sound judgment in developing solutions.

Ability to communicate effectively both orally and in writing.

Ability to manage multiple assignments of varying complexity and overlapping deadlines.

Skill in the use and care of a personal computer including knowledge of GIS software and systems, database software and the ability to learn other software as needed.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in building design, planning, architecture, or a related field and five years of increasingly responsible experience in planning, construction management, project management or building codes inspection. Master's Degree and AICP Certification desired. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.

ICC certification as a Building Plans Examiner or the ability to obtain within 12 months.

ICC certification as a Certified Building Official or other inspector and plans examiner designations desirable.

AICP certification from the American Planning Association desirable.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.